

# International Journal of Applied and Experimental Biology (IJAEb)

ISSN Print: 2790-6523; ISSN Online: 2790-6531

## Editorial Ethics Policy

This policy outlines the responsibilities of the Journal Editors, authors, reviewers, and contributors to ensure scholarly excellence and ethical publishing practices.

### 1. General Duties and Responsibilities of Journal Editors

The Journal Editors are accountable for maintaining the publication's quality and integrity throughout the editorial and publishing process. Their responsibilities include:

- To ensure confidentiality of submitted manuscripts.
  - To provide guidelines to all stakeholders (authors, reviewers, editors) involved in the publication process.
  - To respond to feedback, and complaints on publishing process or published content to improve the journal's performance and scientific accuracy.
  - The Journal Editors provide detailed guidelines to authors for manuscript preparation and publication process.
  - The Journal Editors make available instructions to reviewers and ensure fair, and timely reviews.
  - The Journal Editors reserve the right to reject manuscripts if conflicts of interest jeopardize the objectivity of the research. For example, The Editors can ask authors to provide digital images or raw data.
  - The Journal Editors have the authority to make necessary changes to published content, issue retractions, or publish clarifications, as and when required.
2. **Digital images** in manuscripts accepted for publication will be scrutinized by the Journal production department for any indication of manipulation. If evidence of inappropriate image manipulation is detected, the Journal Editors may ask for the original data to be supplied.

### 3. Peer-Review Work Flow:

- **International Journal of Applied and Experimental Biology** follows the single blind peer-review procedure for all submitted manuscripts. In this type of peer-reviewing, identity of the reviewers is not disclosed to the authors of the submitted manuscript.
- All submitted articles to **International Journal of Applied and Experimental Biology** are subject to an extensive peer-review, in consultation with members of the Journal Editors and independent external referees (usually two).
- If the submitted manuscript is of poor quality in terms of novelty, originality or do not fall in the scope of the Journal, the manuscript will be rejected as Desk Rejected.
- All manuscripts submitted to **International Journal of Applied and Experimental Biology** will be processed at OJS/PKP platform. Based on peer-review reports, the journal Editor-in-Chief will take the decision. All the comments/decisions will then be conveyed to the author(s).
- Submissions from the Editor-in-Chief/Editors will not be more than 20%. In addition, all such types of submissions will undergo independent peer-review and will be submitted to another Editor for his decision on acceptance.
- Editorial Office will check all submitted manuscripts for similarity index through Turnitin, manuscript formatting, reference style format, and necessary file checking (Figures, Tables, Supplementary data), quality of presented work, and to check whether MS lies within aims and scope of the journal.
- If Editor-in-Chief/Handling Editor finds the MS of good quality, he will forward to at least two potential reviewers.

- The reviewers will evaluate all sections of the MS by giving comments and recommendations as “accept as is”, “revisions required”, or “reject”. Reviewers can also upload review report and suggestions on the manuscript directly as annotated file.
- The manuscript with rejection will be closed, while the manuscript with revision required will require response from authors in another round of review process for re-considering by the Editor.
- The Production Editor with the help of Handling Editor will process the manuscripts for formatting, copy editing, proofreading, metadata generation for indexing and publication process.